

NOTICE OF REMOVAL WHILE ON PROBATION

DATE: July 30, 2003

TO:

FROM:

Effective at _____ on _____ you will be rejected
(Time) (Date)
from your probationary employment with the City of Duluth.

The reason(s) you are being rejected on probation is because (insert reasons).

The Civil Service Board and its secretary will determine if you have any continuing employment rights with the City. Because the classification of _____ is used only in the _____ Department, I will recommend to the Civil Service Board that you not be provided any rights to this classification.

Prior to your termination, you must contact the Employee Benefits Administrator at 730-5204 to schedule an exit interview and to arrange for possible purchase of continuing group health insurance and disposition of PERA contributions. If you have any questions regarding the terms of this separation, please speak with (supervisor).

TO MILITARY VETERANS

If you are an honorable discharged, qualifying veteran of the U.S. Armed Forces, you have a right to a hearing regarding your rejection on probation. If you qualify for a veteran's hearing, and wish to require such a hearing, you must make written demand for one within 60 days of today. Demand for a veteran's hearing must be given to Gary Meier, Manager, Human Resources, at his office in City Hall. If you desire to have such a hearing, we prefer that you give this required written notice immediately or as soon as possible.

If you are a qualifying veteran who properly demands a hearing, you will be paid during the period before the hearing board declares you removed.

ACKNOWLEDGMENT BY EMPLOYEE OF NOTICE

Did you receive this notice on _____, 200__?
Date

Write "yes" or "no" _____.

Employee's Signature